

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

INVITATION TO BID
TO
FURNISH SPECIMEN COLLECTION AND DRUG TESTING SERVICES
FOR
THE SOUTHEASTERN SCHOOL OF NURSING
AND
THE SOUTHEASTERN HUMAN RESOURCES DEPARTMENT

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Ed Gautier

PROCUREMENT SPECIALIST: Janet S. Danna
Telephone: (985) 549-5414

REQUISITIONED BY: Dr. Barbara Moffett, College of Nursing and
Health Sciences, School of Nursing
Telephone: (985) 549-3772

Ms. Jessie Roberts, Human Resources
Telephone: (985) 549-2001

RELEASE DATE: May 13, 2010

DEADLINE FOR FAX INQUIRIES: May 24, 2010 (Fax: 985-549-3810)

BID RETURN DATE: June 3, 2010

BID RETURN TIME: 2:00 p.m., Central Time

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY
MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED
AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>
It is available in PDF format or in printed form by submitting a written request to the Procurement
Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing
LaPAC website frequently for any possible addenda that may be issued. Southeastern is not
responsible for a bidder's failure to download any addenda documents required to complete an
Invitation to Bid.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned
Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veterans Affairs or the Louisiana Department of Veterans Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous 3 tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurship to participate in contracting and procurement with the State. Key features of the program are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurship

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for your participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed at https://smallbiz.louisianaforward.com/index_2.asp. For additional information regarding certification, please contact the LED at (225) 342-3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffaris.la.gov

The State of Louisiana is committed to the success of this program and encourages your participation.

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The Southeastern Louisiana University Purchasing Department will receive sealed bids until 2:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the Southeastern Purchasing Department after 2:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the Southeastern Purchasing Department.

| | | | |
|---------------|----------------------------|-----------|-----------------------|
| Mail address: | Southeastern LA University | Delivery: | Southeastern LA |
| | University | | |
| | Purchasing Department | | Purchasing Department |
| | SLU 10800 | | Property Control & |
| Supply Bldg | | | |
| | Hammond, LA 70402 | | 2400 North Oak St. |
| | | | Hammond, LA 70402 |

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the

manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.

- 4) Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the Southeastern Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 6) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The Southeastern Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - Southeastern, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by Southeastern in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.

- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

A Member of the University of Louisiana System

Rvsd. 4/07

TITLE: _____ DATE: _____

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE FORM CONTINUED

| ITEM | DESCRIPTION OF ITEM | WEIGHING FACTOR (*) | (**) UNIT PRICE | TOTAL AMOUNT |
|------|--|------------------------|--------------------|----------------------|
| 1. | Initial Drug Screen (9 Panel) Immunoassay (EMIT) (per screen) | (500) X | _____ = | <input type="text"/> |
| 2. | Initial Drug Screen (5 Panel DOT) Immunoassay (EMIT) (per screen) | (20) X | _____ = | <input type="text"/> |
| 3. | Breath Alcohol (per test) | (15) X | _____ = | <input type="text"/> |
| 4. | Blood Alcohol (per test) | (10) X | _____ = | <input type="text"/> |
| 5. | Single Sample Urine Collection Fee Regular Business Hours (per collection) | (500) X | _____ = | <input type="text"/> |
| 6. | Split Sample Urine Collection Fee Regular Business Hours (per collection) | (187) X | _____ = | <input type="text"/> |
| 7. | Blood Alcohol Collection Fee Regular Business Hours (per collection) | (10) X | _____ = | <input type="text"/> |
| 8. | After Business Hours: | | | |
| | A. Single Sample Urine Collection Fee (per collection) | (1) X | _____ = | <input type="text"/> |
| | B. Split Sample Urine Collection Fee (per collection) | (1) X | _____ = | <input type="text"/> |
| | C. Blood Alcohol Collection Fee (per collection) | (1) X | _____ = | <input type="text"/> |
| | D. Breath Alcohol (per test) | (1) X | _____ = | <input type="text"/> |

NAME OF BIDDER: _____

BID RESPONSE FORM CONTINUED

| ITEM | DESCRIPTION OF ITEM | WEIGHING FACTOR (*) | (**) UNIT PRICE | TOTAL AMOUNT |
|------|--|------------------------|-----------------|----------------------|
| 9. | GC/MS Confirmation (per positive analyte) | (1) X | _____ = | <input type="text"/> |
| 10. | Expert Consultation (per hour) | (1) X | _____ = | <input type="text"/> |
| 11. | Any other charges | (1) X | _____ = | <input type="text"/> |
| | State: _____ | | | ===== |
| | _____ | | | <input type="text"/> |
| | TOTAL Items 1-11 | | | <input type="text"/> |

(*) Weighing Factor - To be used for bid award purposes only in the weighing of items. Factors used are estimates of possible usages, but are by no means to be construed to be actual requirements or guarantees.

(**) No Charge - If any services are provided free-of-charge, then bidder should state "N/C" in the Unit Price Column.

NOTE: Bid solicits other information to be submitted with Bid Response Forms for consideration. Please refer to Specifications & Requirements for detail.

NAME OF BIDDER: _____

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE FORM CONTINUED

DRUG AND ALCOHOL COLLECTION SITES

(TO BE COMPLETED BY BIDDER)

HAMMOND:

Name of Site: _____

Address: _____

Telephone No.: _____

Hours of Operation: _____ (Monday - Friday)

Other Hours (state): _____

Covington/Mandeville:

Name of Site: _____

Address: _____

Telephone No.: _____

Hours of Operation: _____ (Monday - Friday)

Other Hours (state): _____

Baton Rouge:

Name of Site: _____

Address: _____

Telephone No.: _____

Hours of Operation: _____ (Monday - Friday)

Other Hours (state): _____

SOUTHEASTERN LOUISIANA UNIVERSITY

SPECIFICATIONS AND REQUIREMENTS

Successful vendor shall provide specimen collection and drug testing services for Southeastern Louisiana University. Services to be provided for the SOUTHEASTERN Nursing Department and the SOUTHEASTERN Human Resources Department. The University reserves the right to extend the contract to other departments of the University community should there be a need.

SCOPE OF SERVICES:

See attached Appendix A outlining scope of services to be provided by successful bidder.

CERTIFICATION OF LICENSING REQUIREMENT:

Vendors submitting bids for this contract shall have laboratory certification for SAMSA and CAP-FUDT. A copy of this certification should be included with your bid response. Failure to do so may result in rejection of the bid without further consideration.

UTILIZATION REPORTS AND INVOICES:

Successful vendor agrees to submit Utilization Reports and original invoices not less than monthly. Utilization Reports, including the number of screens performed, by item delivery, and the value of these screens shall be delivered by the 15th of the following month to each sub-account (Nursing and Human Resources).

BIDDER SHOULD ATTACH THE FOLLOWING TO THEIR BID RESPONSE:

- A. Completed bid response form identifying collection sites in Hammond, Covington/Mandeville and Baton Rouge areas.
- B. Completed bid response form identifying the insurance companies providing Workers' Compensation, General Liability and Automobile Liability coverage.
- C. A list of not less than three companies, agencies or hospitals that your company provides this type of service is to be provided for reference purposes. List to include name of customer, address, contact person, and contact person's telephone number familiar with the contract with their employer.
- D. Verification of SAMSA and CAP-FUDT Laboratory Certification
- E. Statement outlining provisions for collections and testing after normal business hours and on weekends for employee accidents that may occur on night shifts or on weekends.

Appendix A

SCOPE OF SERVICES

I. Collection Services

Provide on site and local collection services that include chain of custody protocol, and single and/or split sampling. Location of collection sites must include Hammond, Covington/Mandeville, and Baton Rouge, Louisiana. SOUTHEASTERN requires collection sites to be at single location in each of the above cities for drug and blood alcohol collection.

II. Laboratory Services

- A. Urine testing for nine panel screen (amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, phencyclidine, and propoxyphene). To include Initial Screening to be done using immunoassay or EMIT technology and confirmation testing using gas chromatography/mass spectrometry technology.
- B. Urine testing for five panel DOT screen (amphetamines, cocaine, marijuana, phencyclidine and opiates). To include Initial Screening to be done using immunoassay or EMIT technology and confirmation testing using gas chromatography/mass spectrometry technology. Lab must be SAMSA approved for DOT testing.
- C. Blood alcohol testing using gas chromatography/mass spectrometry directly.
- D. Alcohol testing using breathalyzer (Breathalyzer) technology.

III. Agree to work with an independent Medical Review Officer(s) which is under separate contract.

IV. Successful vendor will maintain "Chain of Custody" logs for not less than (3) three years following completion of the contract year and provide expert testimony when required if litigation arises wherein "Chain of Custody" and test results are at issue.

V. Vendor shall upon request develop methodologies for other drug(s) of abuse detection based on the prevalence of changing drug abuse patterns among clients that is not currently included in the drug screening panel(s).

VI. Vendor shall have provisions for collections and testing after normal business hours and on weekends for employee accidents that may occur on night shifts or on weekends. If the vendor cannot provide night or weekend accommodations, then the vendor should not bid.

Appendix B

MONTHLY INVOICE

Account #
Chart #

| Date of Service | Description of Service | Procedure Code | Place of Service | Qty. | SBA | Amount |
|--------------------|------------------------|-------------------|---------------------|------|-----|--------|
|--------------------|------------------------|-------------------|---------------------|------|-----|--------|

Charge Total:

Other Transactions Total:

Receipt Total:

Diagnosis:

Ref. Physician From:

Primary Provider:
Federal ID Number:
Provider Number:

Message: MRO VERIFICATION OF CONFIRMED POSITIVES (JOHN DOE XXXXXXXXXX)